

# **Weekly Report to the City Council for the Week of**

## **July 18th- July 22nd, 2016**

### **Administrator**

#### **City Administrator's Office**

City Administrator (CA) Stewart, Finance Director Carsten and Utility Director Berndt met with Rodeo Association representative Mr. Don Neu to discuss the upcoming construction of the new rodeo facility on Rowan and the provision of city utility services. He was informed of difference in cost for Tap Fees for new development outside versus inside city limits. He was also informed that the lower tap fees can be achieved by annexing into the city if the statutory requirements are met or by entering into an Annexation agreement that states the property owners agree to annex into the city at such time as the statutory elements are met.

The CA joined Utility Director Berndt and Finance Director Carsten in a meeting with Mr. Tom Gustafson of the Florida Rural Water Association (FRWA). The meeting was to discuss a review of utility rate structures.

Airport Liaison Shelley Peacock and the Ca met with Mr. Jamie Hill of SW Florida Aviation to discuss possible availability of a building for business operations at our municipal airport.

The CA prepared his monthly article for the Arcadian newspaper. This month it covered the city's progress in our financial matters.

The CA met with PW Director Underwood regarding the paving project and its progress. The paving contractor will be back on the project the week of Aug 1.

### **Planning and Zoning**

#### **Weekly Report for the Week Ending July 22, 2016**

7/18/16 Zoning & Utility Clearance Certificate received from Lester Hornbake for 29 Winifred Street. Type of construction is new 1 & 2 family and water line. Request was approved by Jeff Schmucker and Fred Line. Certificate of Appropriateness was also submitted and approved by both Jeff and Fred. We are waiting for Mr. Hornbake to bring in the prints, colors, and drawings to go with the Certificate of Appropriateness.

7/19/16 Received phone call from Angela at Thomas Signs requesting a Zoning Verification. Jeff Schmucker and Fred Lewis had already approved the Signage Certificate Applications. The County Building department was asking for Zoning Verification. Per Lester Hornbake they need the standards populated on the forms for each application. Applications were sent back to Jeff Schmucker's office for completion. Angela was informed that the applications would be faxed to county as soon as received back.

7/19/16 Received LBTR application from, Cox Pest Control Mgmt. Inc., at PO Box 71 for mobile business. 7/20/16 Fred Lewis approved and LBTR was emailed to applicant.

7/19/16 Received LBTR from the Williamson Group Realty Inc. at 1007 E. Oak Street. County License was missing and applicant was called to provide.

7/19/16 Received LBTR application from, Turner Realty Co. Inc., at 105 S. Brevard. County License was missing and applicant was called to provide.

7/19/16 Received Local Business Tax Receipt Application from Rising Stars Academy at 225 W. Effie. LBTR was approved by Fred Lewis and sent to applicant 7/20/16.

7/20/16 Received LBTR application from Tractor Supply at 1701 E. Oak Street. Fred Lewis approved and LBTR was sent to applicant along with invoice for \$1,341.00.

7/20/16 Received LBTR application from Pepsi Beverage Co. at 3625 Dr. MLK Jr. Blvd. Fort Myers. LBTR was approved by Fred Lewis and sent to applicant 7/20/16.

7/20/16 Received LBTR application from Terra Fried Chicken at 1029 E. Oak Street. Juanita Gaitan and Fred Lewis were consulted to make sure that new building was checked and approved since the move of the business. LBTR was approved by Fred Lewis and sent to applicant 7/20/16.

7/21/16 Total Pest Control at 233 N. Brevard sent in a LBTR application. It was approved by Fred Lewis and mailed to applicant 7/21/16.

7/20/16 Received a Zoning Certificate Application for Minor Structures from Lane Nott for Hazel Farwell at 803 N. Robert Avenue. Request for was a proposed new culvert. Jeff Schmucker approved 7/20/16 and application is with Fred Lewis for approval.

7/21/16 Received a LBTR application from Newberry Performance Auto at 505 S. Brevard. Request was approved by Fred Lewis on 7/22/16 and mailed to applicant.

7/21/16 LBTR Renewal was received from King Buffet at 1319 E. Oak. Request was approved by Fred Lewis on 7/22/16 and mailed to applicant.

7/21/16 A LBTR application from Barbara Norris at 2 E. Oak Street was received. Request was approved by Fred Lewis on 7/22/16 and mailed to applicant.

7/22/16 Received Zoning Certificate Application from Jeremy Hurley for 510 Spring Avenue. Requesting was for development of a shed and fence. Application was sent to Jeff Schmucker for approval.

7/22/16 Received a check for \$50.00 from 21<sup>st</sup> Century Oncology, Inc. with no paper work attached. Emailed receipt and City of Arcadia Local Business Tax Application form.

Answer Planning and Zoning questions from the public.

To: Mr. Stewart, City Administrator  
From: Shelley Peacock  
Date: 7/22/16

### WEEKLY REPORT FOR THE AIRPORT

Fuel Pump- Monitoring the gauge that Windemueller placed on the old dispenser. We have been experiencing intermittent problems. Gauge shows its dropping pressure below the average psi.

#### Runway lighting:

Everything working as it should. Waiting on final parts and new wiring to be installed.

Waiting on invoice from BAJA Electric to include for loss for insurance. BAJA emails were returned to me, called BAJA and they said next week they can come out to install the parts.

Arcadia.com website- Met with Steve Hanlon who is helping with creating the airport website. Gathering information, making progress.

Working on quotes for metal buildings.

On-going mowing at the airport. Tractor is down, Clayton is using small mower getting what he can.

Working with Finance on setting up an account with Kelly Tractor. Plan to rent a tractor for 3 or 4 months until FDOT can fund a tractor for us.

Checked airport turf runway for drainage after the rain. Making sure ground is not saturated and safe to land and takeoff.

Collecting July rent.

Mailed out August invoices

Turned in rent deposits to finance.

Met with City Administrator and Jamie Hill from Southwest Aviation regarding Business space. Existing buildings or future buildings. Possibly 60X60 metal buildings. City Administrator will get back with Mr. Hill next week.

I attended the meeting for the Selection Committee Wednesday July 20, 2016. I am on this board for selection for RFQ Airport Consultants. Meeting was held at 10:00 am.

York Insurance Adjustor contacted me regarding the Airport claim. They had questions regarding the electrical services that were called out. I was able to help him understand what happened and why multiple electricians were called. I also made him aware of another issue that I have been monitoring but wanted him to know of our pump issues. He advised if these issues are related to the lightning, to have our fuel technicians document that. York Insurance will increase the funds for safe measures incase this pump is not working at 100% due to the lightning storm. Windemuller is the fuel technician that has been notified and we continue to monitor to determine if it's related.

Beverly advised me of two outlets not working this past week in the terminal building. Beverly had to run extension cords to run her computer and Unicom system. Electrician has been called out to fix problem. This was not due to lightning storm.

Met with City Administrator regarding the airport budget.

Notified office and airport that I will be on vacation next week 7/22-8/1/16.

## WEEKLY REPORT TO THE CITY ADMINISTATOR FOR THE WEEK OF

July 17, 2016 – July 23, 2016

### Code Enforcement

Code Enforcement (CE) met with Mrs. Cindy Bolyard of Attorney's title in the office on July 19, 2016. She requested information on a piece of property located west of 1009 N. Brevard Ave. (Home Owner Building Supply). She stated to me that through her owner research she had discovered that the property was owned by the City of Arcadia and that it was recorded as a park and she wanted to know if the city had any documentation showing that the property had been deeded over to Home Owner Building Supply Company. Mrs. Bolyard was told that CE would research the matter and speak to the City Administrator, Mr. Stewart about the matter.



Code Enforcement (CE) research the matter and spoke to the City Administrator about the matter and it was determined that Mrs. Bolyard research was correct and that the City of Arcadia did in fact own the property in question. CE was advised to refer all calls on this matter to City Attorney.

Code Enforcement (CE) tagged 2 vehicles located at 1330 E. Oak St. (Old Winn Dixie Parking lot)

Code Enforcement (CE) met with Mr. Ernest Sturges in the office. Mr. Sturges wanted to know why he was given a violation notice to remove all inoperative vehicles from his property located at 644 N. Brevard Ave. I explained to him that Mr. Chris Meiler, the owner of Eastside Automotive & Transmission had stated that he is planning on opening a minor automotive repair shop at 644 N. Brevard Ave. Mr. Sturges stated that there was a current transmission business all ready there and that he was renting the shop to Mr. Meiler. I explained to him that the property located at 644 N. Brevard is not zoned for a major automotive business. He stated to me that there had been a transmission shop there for over 20 years. Mr. Sturges was told that CE would research the matter and speak to the City Administrator, Mr. Stewart about the matter.

CE spoke to the City Administrator about this issue, it was determined that the City of Arcadia would not initiate the rezoning of the property located at 644 N. Brevard Ave. The property is zoned B3 and is not allowed to have a major automotive business in that area. It was also determined that there was a business named Bob's Transmission Shop there, but the business was closed down in 2010. The business has been closed for more than 180 days and therefore cannot reopen as a major automotive business because of the current zoning.

CE called and informed Mr. Sturges of the City's position on this matter and he stated to me that the City of Arcadia would be hearing from his lawyer.

Code Enforcement received a call from Mrs. Sarah Costro of Farr Law Firm on July 21, 2016 inquiring about the lot located west of 1009 N. Brevard Ave. I informed her to contact City Attorney TJ Wohl.

Code Enforcement (CE) spoke to Mrs. Jeanie Manes about property located at 11 N. Roger Ave. This property was cited for having 7 untagged/inoperative vehicles on it. Mrs. Manes informed CE that four of the vehicles have been removed and the three remaining vehicles have current insurance and tags. CE conducted a follow-up site inspection and observed that all violation have been corrected

Code Enforcement issued a warning notice to Nikki's Salon to remove all wind signs within 24 hours. The owner, Mr. Paul Acosta called and question why he need to remove his wind signs. Mr. Acosta was informed and provided a copy of Article #8 of the Land Development Code. CE follow-up revealed that all wind signs have been removed from the property.

Code Enforcement was contacted by APD to report to 823 S. Orange Ave. about the killing of 20 goats by 2 stray dogs. I made contact with Sgt. Rios , Ofc. Bieman and Animal Control Ofc. Morales. Site visit revealed that there was no code violation. All the goats were killed inside a fenced in area. All dead animals were removed from property.

Code Enforcement received a call from Mrs. Burns who lives at 248 S. Monroe Ave. She stated that the vacant lot located north of her property is over grown impeding her view when backing out of her property. Code Enforcement site visit revealed that the vacant lot north of 248 S. Orange Ave. is in violation. Research of property and code enforcement process has been started. Code Enforcement also initiated a work order to Public Works to clear/cut city right away.

**Code Enforcement Topic Counts**  
For Date Period From 07/17/2016 Through 07/23/2016

Topic	Count
Overgrown grass, weeds, bushes	10
Property lien search	2
Signs	1
Non-Code Enforcement Related	1
Abandoned or Inoperable automobiles	2
Total	16

**Code Enforcement Violation Counts**  
**For Date Period From 07/17/2016 Through 07/23/2016**

Violation	Count
Grass or Weeds	10
Prohibited Signs.	1
Premises to be Kept Clean (a)	1
Abandoned or Inoperable Vehicle	2
Animal Carcasses	1
<b>Total</b>	<b>15</b>

**Finance Department**

**To: Terry Stewart**

**From: Beth Carsten**

**Date: Monday July 25, 2016**

**Subject: Weekly report for Finance for week of July 18 - 22, 2016**

**Highlights for the Week:**

**Revenue Receipts:**

Water & Sewer – \$96,731.16

Meter Deposits - \$2,050.00

Airport Rent - \$718.76

Golf - \$248.50

Mobile Home Rent & Laundry – \$531.00

Building Permits - \$130.00

City Fines – \$0

Cemetery - \$1,500.00

Misc - \$0

Impound - \$250.00

Saturday Night Lights – \$950.00

Business Licenses - \$2030.28

State of Florida - \$172,841.13

Donation to PD - \$40,000

**Payroll:**

- Processed 78 Employees totaling \$138,389.75

**Accounts Payable:**

- Entered 95 invoices and wrote 34 checks totaling \$100,499.45 from operating.
- Issued 12 purchase orders.
- Issued 2 Blanket Orders

**General Billing**

- Processed 21 invoices for August 2016 Hangar rent for Airport, totaling \$7,439.39. Once invoices were printed, gave to Shelley Peacock for mailing.

## **Inventory**

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- Data taken from Police Department visit is ¾ of the way completed.
- Scheduled with Systems to do a site visit on 07/29/2016 at 9:00 am to take down inventory at Systems.

## **City Clerk**

### **MEMORANDUM**

To: Terry Stewart, City Administrator

From: Penny Delaney, City Clerk

Date: July 22, 2016

Re: Weekly Report

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During the week of July 18 - 22, 2016, I performed the following:

- attended staff meeting on July 18, 2016; updated Action Review Register; attended staff meeting on July 20, 2016
- attended City Council meeting on July 19, 2016; took notes and transcribed minutes for same
- finished transcribing the minutes for the Property Maintenance Standards Review Committee which was held on July 11, 2016; received agenda from Code Enforcement Officer McQuay and prepared packet for upcoming meeting
- finished transcribing the minutes for the Airport Advisory Committee which was held on July 14, 2016
- prepared committee reports for Council regarding the months of May and June; provided same to City Administrator
- attended the Selection Committee meeting for RFQ2016-01 – Airport Consulting Services
- started compiling the August 2, 2016 City Council packet and made copies of same to be placed in the City Council Member's mailboxes, along with e-mailing same to City Council and other recipients. Compilation of the current check warrants was also completed and same was placed, along with the Council packet and Council agenda, on

the City's website. I then scanned and uploaded the individual agenda items to the laptop in the Council Chambers in preparation of the City Council meeting

- continued records search regarding pre-annexation agreements which involved going through boxes at the old City hall
- performed records search regarding City owned property surrounding Health Department and whether records reflect Council decision to convey such property to the County
- prepared cemetery eight (8) cemetery deeds

## **Human Resources**

HR Director, Linda Lowe, vacation week

## **Water Treatment Plant**

Weekly Summary Week Ending 7-23-16: A.J. Berndt

(AJ Berndt, John Ristau, Kevin Broder)

- July 16, 2016 (Saturday) –Regen cation #1. Rinse out caustic pit.
- July 17, 2016 (Sunday) – Regen anion #1. Vacuum water plant.
- July 18, 2016 (Monday) – Refill ammonia day tank. Blew off pavement. Clean, sweep, vacuum.
- July 19, 2016 (Tuesday) – regen #2 cation. Clean, sweep, vacuum, water plant. Hose down salt area.
- July 20, 2016 (Wednesday) – Flush airport. Regen #3 anion. Collect stage 2 from airport and road prison, collect bact samples from wells. Clean CL2 analyzer. Regen anion #1. Replace flusher timer at airport.
- July 21, 2016 (Thursday) – Golf course flushed. Regen cation #1. Clean, sweep, mop, vacuum, water plant. Clean bathroom.
- July 22, 2016 (Friday) – Salt delivery. Cl2 delivery. Regen cation #2. Hose down salt area. Flush golf course again. Clean, sweep, vacuum, water plant.

Summary for the Week Ending July 22, 2016: Utility Department– A.J. Berndt

### **Waste Water Plant**

(Dave Jones, Donald Saftenberg, Jim McKernan, Gordon Cogswell)

- July 16, 2015 – (Saturday) – Normal plant operation -- Tripped East digester float to allow sludge to settle . Batched LC – 214 polymer in mixing tank , transferred to



day holding tank . Reset bar screen conveyor on top of pre treat . Blew off moisture accumulated in air supply line , feeding sand filter lift tube. Reuse check found AC unit not working , compressor iced up shut off at power box , propped door for panel cooling .

- July 17, 2015 (Sunday) --- Normal plant operations -- Started decant of East digester , pulled all clear water from top of settled sludge , raised decant tube – aerators on . Batched LC – 214 polymer in mixing tank , transferred to day holding tank . Blew off accumulated moisture in air supply lines feed sand filter lift tubes. Telemetry from tank to plant out , reset both units but wouldn't reconnect , left note for Mondays operator .

- July 18, 2015 (Monday) --- Washed down bar screen on top of pre treat . Alternated plant equipment – CL2 pump “C” , Compressor # 1 , and Hydro pump # 1 in service. Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent samples with lab driver . Pulled sand filter EFF. and plant EFF. fecal samples for reuse fill , sent samples with lab driver . Installed recycle pump in trickling filter recirc. Station , to keep filter arms turning during lower flows at night . Flushed #4 sand filter bay with plant water and air lanced unit to clear up bays EFF. returned gate to normal feed position .

- July 19, 2015 (Tuesday) --- Batched LC – 214 polymer in mixing tank and transferred to day holding tank. Reset conveyor on top of pre treat . Blew off moisture accumulated in sand filter air supply lines . Plant generator running noted in Fuel Oil and Generator Inspection Log . Pulled sand filter EFF. and plant EFF. fecal samples for reuse fill , sent samples with lab driver .

July 20, 2015 (Wednesday) --- Set weekly composite samplers ( plant INF. and plant EFF. ) per D.E.P. permit . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent samples with lab driver . Telemetry still not working between tank and plant , Windmullier Electric to come and check out units / signal . Reset Pista Grit unit on top of pre treat kicked out of service by power surge .

- July 21, 2015 (Thursday) --- Batched LC – 214 polymer in mixing unit and transferred to day storage tank . Pulled weekly samples ( Plant INF. and Plant EFF. ) Per D.E.P. permit , Sent weekly samples with Short Lab driver . Tripped East digester float for sludge settling . Run Sludge press , pulling from East digester , sent 36 tons ( 72,000 lbs. ) to county landfill used for cover on top of trash pile . Pulled sand filter EFF. and plant EFF. fecal samples for reuse tank fill , sent samples with lab driver . Installed new riser tube on #5 sand filter bay , flushed unit with plant recycle water to clear , back in service . Pumping sludge from sand filter INF. track feeding sand filter bays , to prevent spikes in EFF. while filling tank .
- July 22, 2016 (Friday) ----- Filled Plant truck #21 with fuel for upcoming weeks use, fill ticket to garage . Started decant of East digester , pulling clear water from top of settled sludge . Batched LC – 214 polymer in mixing tank and transferred to day holding tank . Received CL2 bleach delivery , transferred to holding tank , received 537 Gals. Blew off excess moisture in air supply lines to sand filter lift

tubes . Reset conveyor on top of pre treat . Reset reuse system pumps surge shut down watering , back on line .

## **Public Works**

### **Public Works Recap for Week 7/16/2016 thru 7/22/2016**

#### **General Information**

The PWD attended the Directors' meetings on Monday and Wednesday.

#### **Cemetery**

Mowed and weed eaten each day.

#### **Streets**

Cut and removed a tree that had fallen at the Cemetery. Inspected a sink hole on Robert Avenue. A Streets employee threw trash for Sanitation for one day. Repaired the pull rope on the Streets compactor. Transported the Airport's 4 wheeler back to the Airport from the Cemetery. Assisted in opening up an Airport hanger door. Cut a dead palm tree from the right of way on Maple Street. Trimmed trees on Pasco, N.E. Oak and Griffin (6 loads). Removed blockage from the Lincoln Bridge culvert. Patched pot holes W. Oak, N. Orange, N. Volusia, Monroe, Whidden, Hernando, S. Osceola, S. Pasco and intersection of Maple and Mills. A total of 35 loads of brush were picked up throughout the City. The School Board brought an additional 25 loads of brush to the burn pile.

#### **Sanitation**

All routes were ran as normally scheduled.

#### **Parks**

On Sunday, the Parks Supervisor went to the McSwain Park Splash Pad to reset the pumps. Mowed at Ridgewood. Mowed at the Airport, Cemetery, Lake Katherine, Storybook Park, and Jim Space. Picked up barricades from a downtown event. Put out barricades for an event downtown.

#### **Garage**

Replaced radiator and radiator fan in a PD vehicle. Replaced a radiator fan in another PD vehicle. Replaced drive clutch on the Parks' Caddy Cart. Replaced a battery in a PD vehicle. Replaced tail gate safety pins on 2 Sanitation trucks. Replaced the cab jack hydraulic hose on a Sanitation vehicle. Replaced 2 batteries, the alternator and the serpentine belt on a Streets department truck. Replaced a tire on the Parks' trailer. Installed a lap top stand and performed a PM on a PD vehicle. Replaced shuttle shift cable on the Streets tractor.

## Facility Maintenance

Hung a file box in the Public Works break room. Replaced ceiling tiles at the Tenth Ave. fire station.

## Inmates

TUESDAY: Threw trash for one of the Sanitation truck routes. Mowed the grass and weed eaten at the Cemetery.

WEDNESDAY: Weed eaten the ditches on Monroe, Mills, Gibson, Turner and at Jim Space.

THURSDAY: Threw trash for one of the Sanitation truck routes. Mowed and cleared the right of way on Tillis.

FRIDAY: Threw trash for one of the Sanitation truck routes. Cleaned the downtown area. Cleaned the work van and trailer.

## Pro Shop/Golf Course

To: Terry Stewart

From: Michael Kotzker

Date: Friday, July 22nd, 2016

Subject: Weekly report for Golf Course for week of July 16th-July 22nd 2016

Been in contact with Swiftmud about a grant to interconnect ponds and to pump from ponds which will be supplied from the waste water.

Repairing Sprinkler Heads around Greens.

Looking to obtain Tree Grant for Golf Course and City of Arcadia.

Review Bills for payment.

Meet with Jason & Jett from Laman Field Maintenance and went over entire Golf Course.

I meet with my Maintenance staff each morning and afternoon.

Conduct our Friday meetings with my staff.

Changed Cups & Pins on Friday with Lee.

Check all Satellites on Golf Course and make sure they have the correct sequence.

Total Revenue from 7/16-7/22 is \$230.67 plus \$17.33 sales tax.

Met Jett on Tuesday Morning as they sprayed Weed Killer on Fairways.

Met Jett on Wednesday as they applied Granular Fertilizer to our Greens.

We are using the Well water specifically to water Greens only.

Project #6 which is the fertilization of golf course is scheduled for July 26<sup>th</sup>.